



# MISSOURI SENATE

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## Enrolling and Engrossing Clerk

### DEFINITION:

This is clerical support work of moderate difficulty and complexity involving a variety of tasks requiring independent work decisions within established policies and time frames. Works under the general supervision of the Enrolling and Engrossing Supervisor.

### DUTIES AND RESPONSIBILITIES:

Responsible for coding and proofing senate bills, joint resolutions and amendments at each of the stages legislation passes through during the legislative session.

Prepare and assist in the electronic logging of courtesy resolutions.

Assists in the proofing of senate journals.

Perform job share duties with Secretary of Senate.

Performs other related work as required.

### ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge and understanding of the legislative process.

Knowledge of the principles and practices of office organization.

Skill in typing accurately from rough draft or plain copy.

Skill and accuracy in proof-reading of legislation and other documents.

Ability to work under pressure of frequent deadlines with long hours.

Ability to manage time effectively and meet established time schedules.

Knowledge of spelling, business English, punctuation and vocabulary.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively verbally and in writing.

TRAINING AND EXPERIENCE:

High school graduation or equivalent and one year experience in clerical or general office support work preferred.

REPORTS TO:

Enrolling and Engrossing Supervisor

HOW TO APPLY:

Submit an application, resume and cover letter to Missouri Senate, Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or [cwinthorst@senate.mo.gov](mailto:cwinthorst@senate.mo.gov).

Application may be found at <https://www.senate.mo.gov/SenateApplication.pdf>.

You may also apply at <https://mocareers.mo.gov/hiretrue/mo/senate/index.html>.